



### **Abberley Acorns – May 2023**

Wrap around care at Abberley Parochial Primary School is provided as a service by the school to enable children to enjoy extra-curricular activities and for parents to manage their schedules. Our prices are very competitive and the intent of this care is to provide a service to families at a sustainable cost for them and the school. We also want to provide additional enrichment to pupils at the school and pre-school during this time.

Abberley Acorns runs from 7.50am to 8.50am and from 3.20pm to 5.20pm and is based in the school hall.

Provision is only available for pre-school children who are a minimum of three years in age and who are toilet trained.

### **Aims**

At Abberley Acorns we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care at a very competitive price. Our goal is to enrich those who attend alongside the aim of our school curriculum. Abberley Acorns is a service for our parents and it is not our aim to profit from this but to make this service self-sufficient and well-resourced so it can be enjoyed by all pupils in the future.

### **What we offer**

There will always be a selection of activities and resources available, including dressing up, art & craft, board games, construction, computer games, physical play and reading.

We tend to follow the following schedule:

3.20 – 3.30pm – Registration at Abberley Acorns, drink and toilet time

3.30 – 4.25pm – Activities or clubs

4.30 – 5.20pm – Reading, colouring, homework, thinking skills activities

5.20 – 5.45pm – Snack or supper time or tidy up and collection

5.45 – 6.00pm – Tidy up and collection

### **What we provide**

For those staying after 5.20pm, we provide supper. The advanced booking allows us to ensure that we have food that the children enjoy and which is healthy. Parents are welcome to provide their children with a snack for Abberley Acorns which they can enjoy at a time agreed with staff.

Examples of supper include stew and potatoes, chilli and rice, soup and bread, spaghetti Bolognese, beef ravioli or Jacket Potato.

We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. Drinking water is available at all times and in the colder weather the children are sometimes treated with a hot chocolate. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

## Sessions and prices

Session times for school pupils	Price
7.50am – 8.50 am	£4.50 to include breakfast
8.20am – 8.50am	£2.50
Drop off session: Our breakfast provision does not require pre-booking and is only available for pupils registered at the school.	
3.20pm – 4.30pm	£4.50
3.20pm – 5.20pm	£7.50
3.20pm – 6.00pm	£11.50 includes supper. Advanced bookings only.

Please note that charges will be invoiced by the sign out time. It is parent's responsibility to ensure that they sign their child out of Abberley Acorns using the ipad at the front office.

## Booking

### School children booking

Breakfast club does not need to be pre-booked and parents can drop off and sign their children into school in the hall.

### Booking after school clubs

A booking form is sent home either at the start of term in autumn or the end of the previous term for parents to book after school clubs. This form should be returned to the school office by the detailed deadline.

### Booking Abberley Acorns from 3.20pm – 5.20pm

Advanced booking is completed using the online form which can be found on the school website. Please can these be **re-booked termly by parents** so the abberley acorns calendar can be updated. These should be made the day before the service is required. Bookings on the day should be made by calling the school office on 01299896332, but we cannot guarantee there will be space.

### Booking for provision from 5.20pm

If you require booking after 5.20pm, please contact the school office via e-mail [office@abberley.worcs.sch.uk](mailto:office@abberley.worcs.sch.uk) to confirm availability. Once this booking is confirmed staffing will be agreed and parents will be invoiced the charge whether or not they end up using the service.

## Payment of fees

Parents will be invoiced at intervals (usually monthly) throughout the year. Details of payment can be found on the invoice with payments being made directly to the county council. For occasional use, parents can pay cash or cheque to Mrs Day in the school office upon booking. Payment cannot be accepted by Abberley Acorns staff.

Invoices for clubs, pre-school provision and provision until 6.00pm will be issued upon receipt of the booking forms.

Invoices can be paid using childcare vouchers or through HMRC. Please discuss this with Mrs Day if you are unsure.

## Signing in and out

Pupils in breakfast club and at Abberley Acorns are signed in and out using our digital visitor management system. Parents are directed to sign their children out of this when they collect their children. The time of sign out will be used to calculate payments for the service. If parents forget to sign their child out of Abberley Acorns, parents will be charged until 5.20pm.

We take the trust you place in us seriously and ensure we provide a positive service. We aim to ensure that invoices are accurate and will only invoice for services rendered.

### **Failure to pay**

Parents are to call the school office if there are any queries relating to payment. If following an invoice, payment is not received within thirty days and money owed to the school exceeds £100, pupils will no longer be able to make use of any paid for service, such as Abberley Acorns, music tuition, residential visits etc, without full payment being made in advance.

Children who are not booked into Abberley Acorns after 5.20pm must be collected on time. If children remain uncollected at 5.30pm an additional £10 will be charged to cover the cost of overtime payments to staff.

Clubs finish at 4:30pm and the gate for clubs collection will close at 4:35pm. Any collection after 4:35pm will be charged the additional £3.50 from 4:30pm to 5:20pm.

### **Safeguarding**

We take the safeguarding of pupils very seriously. Claire Shelley is the designated safeguarding lead for the school, with Mrs Joanne Gregory as the deputy and any concerns should be directed to them. We take a vigilant approach to safeguarding and all employees will adopt a professionally curious approach. All concerns are recorded on CPOMS in line with our school safeguarding policy which is updated annually and can be found on the school website.

### **First Aid and administering of medicine**

First aid will always be administered by someone who is qualified to do so. Please refer to the school policies for first aid and support for pupils with medical conditions.

Please advise the school if your child has a medical condition and if medication is required. The school will create a health care plan for your child in consultation with parents.

### **Behaviour**

Abberley Acorns follows the behaviour policy adopted by the school which is published on the school website. Resources to deal with ongoing inappropriate behaviour are more limited in the Abberley Acorns environment. If persistent poor behaviour occurs and a risk assessment suggests that risks to the child, school property or other pupils cannot be mitigated, the pupil will not be able to attend Abberley Acorns. This will not be categorised as an exclusion from the school.

### **Staffing**

	Lead supervisor	Assistant supervisor	Support responsible
Monday	Bev Gibbons (PFA)	Mandy Crisp (PFA)	Mrs Shelley
Tuesday	Patricia Birch (PFA)	Mandy Crisp (PFA)	Mrs Gregory
Wednesday	Bev Gibbons (PFA)	Mandy Crisp (PFA)	Miss Harvey
Thursday	Patricia Birch (PFA)	Mandy Crisp (PFA)	Mrs Lightfoot
Friday	Patricia Birch (PFA)	Mandy Crisp (PFA)	Mrs Shelley

PFA – Paediatric First aid trained

## Special needs

Abberley Acorns recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the Club, and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome. We will endeavour to accommodate all children of all abilities, whilst working within the Acorn's limitations. Where one-to-one support is required we will assist parents in accessing the funding required to provide the additional care.

For more details on equal opportunities and special needs, see our **Equality of information and objectives** and our **SEND policy and information**.

## Arriving and collecting children

Breakfast club – Parents are to bring children around to the hall through the side gate pupils can leave coats and bags on the shelves outside the hall.

**Please note that the side gate is closed at 8.30am. Pupils wishing to sign in for breakfast club after this time should come to the front office.**

After school club –

- Arrival - Pupils in KS2 who are attending Abberley Acorns are to line up at the rear door of the school hall where a member of staff will sign them in. KS1 and reception pupils will be brought to the hall by their class teacher.
- Collection - Parents come to the front of school and ring the ring bell on the door. Please be patient as staff may be in the middle of something. Staff will bring the child to the door for collection where parents can sign their child out.

Collection before 4.30pm is from the front office of the school.

We expect that your child will normally be collected by the people you have named on the registration form with the school or completed online for pre-school aged children. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

Abberley Acorns finishes at 5.20pm unless a booking until 6.00pm has been confirmed. If you are delayed for any reason please telephone the the school on 01299896332. The school phone rings on the mobile phone which is located in the hall.

## TERMS AND CONDITIONS

**Before we can accept your booking, you must read and agree to the following terms and conditions of the club:**

- Your child must be registered with Abberley Parochial V.C. Primary School to attend Abberley Acorns.
- Bookings for the after school provision should be made in advance. Three weeks notice is needed for pupils to be booked after 5.20pm
- Pre-paid clubs and Abberley Acorns provision will not be refunded if a child does not attend due to illness or a change in plans. However, bookings until 6pm will be charged regardless as overtime arrangements for staff will already have been made.
- You will not be charged if the club is forced to close due to snow, heating failure or other circumstances beyond our control. Refunds for pre-paid provision will be issued in this instance.
- Payments will be invoiced monthly. Please ensure that fees are paid promptly. Methods of payment are printed on the reverse of the invoice.

- Childcare vouchers are accepted. Please go to the school office to arrange this service.
- Please inform the school of any change in address or contact details
- Staff will administer medicine such as those provided for asthma, diabetes providing it is in line with the child's health care plan already established with the school.
- Children who are ill must not attend Abberley Acorns and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.
- If your child is ill whilst at Abberley Acorns, staff will contact you to collect your child
- The Lead Supervisor may have to contact the Police and / or Children's Services if a child is left for more than 45 minutes without prior consent and ALL emergency contact numbers have failed to establish a link with the family.
- Any concerns should be referred to the Lead Supervisor and / or Head Teacher in the first instance.
- Should you wish to make a formal complaint about Abberley acorns please follow the school complaints policy and procedures.
- All children will be registered by the Supervisor upon their arrival at Abberley Acorns. The Supervisor and Play workers will adhere to all Abberley Parochial V.C. Primary School policies along with relevant legislation such as: Disability discriminations Act, Race Relations Act, Sex Discrimination Act, Children's Act, Data Protection Act and adheres to other school policy and procedures such as Safeguarding and Bullying. Policies are available on the school website or in the office and can be viewed upon request.